HHSDC California Health and Human Services Agency Data Center

P.O. Box 168025
Sacramento, CA 95816

Providing information technology services to
California Health and Human Services Agency Departments

JOB OPPORTUNITY

Arnold Schwarzenegger,
Governor

CLASSIFICATION: Associate Personnel Analyst
(Permanent, Full time)

POSITION LOCATION: Health and Human Services Data Center
Administrative Services Division- Human Resources Branch
P.O. Box 168025
Sacramento, CA 95816

Free Parking

SALARY: $4,111 - $4,997

Duties/Responsibilities:

The Human Resources Branch is seeking a Classification and Pay analyst to:
Review current and proposed duty statements against classification specifications,
allocation guidelines and other comparable positions both within and outside the
HHSDC. Determine if positions are properly classified and allocated to the correct level.
Prepare a narrative summary of position analysis and written notification to program
management on results of analysis. Provide input and discuss the findings at the CRC
and prepare justification on appropriateness of classification to DPA. Identify
classification and organizational issues and problems and develop, present and prepare
alternatives and recommend solutions to resolve issues. Conduct classification and pay
studies and prepares classification proposals to establish and/or revise specifications.
Consult with managers and supervisors on issues related to improving the productivity
and competence of HHSDC employees consistent with laws and rules and the collective
bargaining agreements. Collaborate with the management team on strategies for
solving problems related to employee performance. Conduct performance and cause
analysis. Provide expertise on the state's disciplinary process and provide guidance
throughout the preventive, corrective and adverse action phases.

Desirable Qualifications:

- Understanding of the importance of good customer service and the necessity of
  effective communication to meet customers' business needs.
- Experience as a Classification and Pay analyst.
- Ability to research issues, identify alternatives, and provide recommendations to a
  variety of difficult and sensitive personnel management problems in the areas of
  classification, position allocation.

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- Knowledge of labor relations, progressive discipline, adverse actions and workers compensation and EEO.
- Experience preparing or assisting in the preparation of adverse actions.
- Knowledge of the civil service selection processes and procedures.
- Excellent communication skills (oral and written)
- Ability to work in and encourage a team environment.
- Ability to work independently and have the ability to know when an issue needs to be raised to a higher level.

Who May Apply:

- State employees who are at or have lateral transfer eligibility to the Associate Personnel Analyst classification.

- Persons who have list eligibility. (If applicable, please indicate that you have list eligibility for this classification on your application.)

- SROA/Surplus candidates are encouraged to apply. (If applicable, please indicate on your application that you are an SROA/Surplus candidate.)

Inquiries regarding this position may be directed to Judy Rapoza at (916) 739-7533.

Please reference RPA# 05-190 on your application.

APPLICATIONS RECEIVED WITHOUT AN RPA# 05-190 REFERENCED WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED FOR THIS POSITION.

Final Filing Date: Until Filled

Submit applications to:

Health and Human Services Data Center
Human Resources Branch
Attention: RPA 05-190
P.O. Box 168025
Sacramento, CA 95816